

## NYC Emergency Management –Logistics Shelter Support Program Internship

<b>Division/Unit:</b> Technology and Strategic Resources/Humanitarian Logistics	<b>Supervisor:</b> Diandra Hayban, Logistics Shelter Support Program Manager James Papagni, Logistics Shelter Supply Program Coordinator
<b>Number of Interns Needed:</b> 1, Project Based	<b>Preferred Education Level:</b> Graduate Student/Undergraduate Senior
<b>Description of Unit:</b> NYC Emergency Management (NYCEM) plans and prepares for emergencies, educates the public about preparedness, coordinates emergency response and recovery, and collects and disseminates emergency information. To accomplish this mission, the agency maintains a disciplined unit of emergency management personnel, including responders, planners, watch commanders, and administrative and support staff.  Interns play an important role in supporting NYCEM staff by assisting in an array of complex and challenging tasks associated with the development and management of emergency plans. Logistics is at the forefront of developing strategic plans and programs aimed at supporting the operations of emergency responders in the field and managing critical assets used during emergency response.	
<b>Background on Project:</b> <ul style="list-style-type: none"> <li>• Provide support for the Logistics Shelter Support Program Manager and Coordinator with tasks associated with the management and maintenance of NYC’s Emergency Supply Stockpile.</li> <li>• Assist with the development of planning initiatives for the deployment and demobilization of the Emergency Supply Stockpile.</li> <li>• Assist with auditing and other stockpile management tasks.</li> <li>• Support joint planning development with associated programs such as the Commodity Distribution Point program and assist with program coordination across NYC Emergency Management divisions.</li> <li>• Other tasks related to Humanitarian Logistics as assigned.</li> </ul> <p>The NYC Emergency Management Logistics Shelter Support Program Intern will have the opportunity to play a contributing role in the development of operation plans designed for small and large-scale emergencies, and to work in one of the country’s most advanced emergency management offices.</p>	
<b>Intern Responsibilities:</b> <ul style="list-style-type: none"> <li>• Web-based research</li> <li>• Development of briefings and notes</li> <li>• Development of detailed flow charts and maps</li> <li>• Assistance with site assessments</li> <li>• Assistance with coordinating and organizing citywide agency and partner meetings</li> <li>• Support for other special projects as needed</li> </ul>	

**Intern Safety:**

Will the intern be required to leave NYCEM's main building during his/her internship? Yes

If "yes", please provide details (how often will they be required to leave the building, what will be the nature of the work performed, what mode of transportation will be used, etc):

*Occasional off-site meetings and warehouse visits.*

If "yes", intern will be required to sign an acknowledgement after the interview stating that they are aware of their responsibilities both at NYCEM and in the field.

**Requirements/Special Skills Needed:**

- Excellent oral communications and written skills
- Strong attention to detail and organization
- Good quantitative and data analysis skills
- Good working knowledge of Microsoft Excel and PowerPoint
- Interest in working with various levels of agency representatives
- Interest in logistics, communications, and interoperability issues

This is an **unpaid** internship.

For information on NYCEM go to [www.nyc.gov/oem](http://www.nyc.gov/oem).

**Interested Applicants:**

E-mail resume and cover letter to: [jobs@oem.nyc.gov](mailto:jobs@oem.nyc.gov)

Mail to: HR Coordinator

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